

Fiscal Year 2013 Grant Award Agreement

July 1, 2012

«ceo_first_name» «ceo_last_name»

«orgname»

«mail_add1»

«mail_add2»

«city», «state» «zip»

It is a pleasure to inform you that a grant has been awarded to «orgname» by the Arizona Commission on the Arts for the following programming which is to take place between July 1, 2012 and June 30, 2013.

GRANT #: «grant_app_number»

Arts Learning Project

Maximum

Award up to: \$«amount_awarded»*

Artist Honorarium: \$«honorarium»*

Artist Travel/Per Diem: \$«travel»

How to Manage Your Grant Award

STEP 1: Return Grant Award Agreement and State Substitute W-9

Deadline: Monday, October 22, 2012

Complete, sign, date and mail together this original Grant Award Agreement and State Substitute W-9. **New grantees** will also need to register in the state's online vendor system, ProcureAZ, <https://procure.az.gov/bso/>. *Faxes, scans or emails will NOT be accepted (This step alone does not trigger grant payment. Go to step 2.)*

STEP 2: Submit Contracts/Invoices

Must Claim By: Monday, May 20, 2013

Artist/Company/Consultant Fees and Contracts (Sample contract available in Grant Notification Packet):

The Arts Commission does not require a particular contract format, however contracts must include artist/company/consultant name, date(s) of service, description of service(s) and **total** artist/company/consultant fees or expenses, including matching funds and travel/per diem. Contracts must be signed by both parties: artist/speaker/consultant and a representative of your organization/school.

Travel/Per Diem (if requested and awarded in original grant application): Travel/per diem must be detailed in the artist/company/consultant contract(s). The Arts Commission calculates travel/per diem as an all inclusive honorarium (mileage/lodging/meal) of \$60 per day for travel of 70+ miles round trip.

Note: You must provide all copies of contracts/invoices at one time, as the Arts Commission will only make one grant award payment. Matching Grant funds awarded were based on the eligible expenses stated in your application; therefore, any changes in artist/speaker/consultant fees or expenses may impact the actual grant award payment.

*"Artist Honorarium" amount must be matched by grantee organization based on Funding Eligibility Scale in the Arts Learning Guide to Grants: www.azarts.gov/guide.

STEP 3: Receive Grant Award Payment

Grant award payment processing takes 4-6 weeks from receipt of all required documentation. Determination of exact grant amount will be made after receipt of **all required financial documentation** listed in Steps 1 & 2 above. Grant award amounts may be reduced based on actual budget documents. Inconsistencies and incomplete grant award paperwork or tax information will delay grant payment.

Please note: If you received a grant in Fiscal Year 2012, your Fiscal Year 2013 grant award payment will not be released until your Fiscal Year 2012 Final Report has been submitted (deadline August 6, 2012).

*Maximum award is based on panel review ranking, available Arts Commission funding, and the submission of appropriate financial documentation. The Arts Commission receives its funding from the National Endowment for the Arts and the State of Arizona. This grant is made subject to the availability of those funds. If at any time during the fiscal year the Arizona State Legislature enters into session and reduces the Arts Commission's state funding or if overall funding is reduced for any other reason, this grant may be reduced, canceled, and/or may be paid out in installments.

STEP 4: Submit Final Report

Deadline: Monday, September 16, 2013

All grant related materials must be received by the Arizona Commission on the Arts by close of the business day on the deadline date. Without exception, organizations that submit late materials will forfeit their grant award and/or be ineligible for future funding.

Mail to: Arizona Commission on the Arts, 417 West Roosevelt Street, Phoenix Arizona, 85003

Grant Processing Contact: Alex Nelson, anelson@azarts.gov, 602-771-6521

Signature Required on Reverse Side of this Document →

Fiscal Year 2013 Grant Award Agreement

By signing this Grant Award Agreement below, «orgname» agrees to:

- ☐ **Grantee is solely responsible for meeting all grant-related deadlines.**
- ☐ **Return Signed Grant Award Agreement and State Substitute W-9 by Monday, October 22, 2012.**
- ☐ **NEW GRANTEES: Complete ProcureAZ registration by Monday, October 22, 2012.** <https://procure.az.gov/bsol/>
- ☐ **Submit Contracts/Invoices** up to 45 days before project start date but NO LATER than **Monday, May 20, 2013.**
- ☐ **Comply with all terms and conditions** outlined in the Grant Award Agreement and General Grant Conditions (attached).
- ☐ **Credit (with logos and credit lines)** the funders of the awarded grant in all printed materials and publicity. For more information on how to correctly credit the Arizona Commission on the Arts and National Endowment for the Arts, see the enclosed document, *Grant Credit and Publicity*
- ☐ **Submit FY2013 Final Report** 30 days after project end date but NO LATER than **Monday, September 16, 2013.**
To complete your Final Report, go directly to the EGOR website: <http://www.culturegrants-az.org>. Failure to submit a Final Report by the posted deadline will render your organization ineligible for future Arts Commission grants.
- ☐ **Update your contact information** directly in EGOR. Notify Arizona Commission on the Arts staff of any changes to your contact information. Timely grant payment depends on complete and current contact information in EGOR.
- ☐ **Build public value for the arts in Arizona** by communicating with Arizona State Legislators. Thank them for their continued support of public arts funding and invite them to observe, participate in and attend your organization's project and activities. Sample thank you letters and invitations can be found in Building Public Value for the Arts in Arizona (pages 8-9) <http://www.azarts.gov/arts-advocacy/>. To locate your district or the names and addresses of your Legislators, visit: www.azleg.gov or www.azcitizensforthearts.org.
- ☐ **Communicate with Arizona Commission on the Arts Board Members.** Invite them to observe, participate in and attend your organization's project and activities. A list of Arts Commission Board Members is available online at www.azarts.gov. For contact information, please call 602-771-6501 or email info@azarts.gov.
- ☐ **Any change in project format, scope, expenditures or personnel** must be requested in writing, and be approved by the Arts Commission prior to the expenditure of grant award funds. If you need to request changes to your grant, or to keep us informed of your organization's programs, budget or administration please contact: **Alex Nelson**, anelson@azarts.gov, 602-771-6521

Mail to: Arizona Commission on the Arts, 417 West Roosevelt Street, Phoenix Arizona, 85003

Please sign to indicate that you have read, understood and agree to comply with the Grant Award Agreement and General Grant Conditions.

Authorizing Official Printed Name & Title

Authorizing Official Signature

Date

Taxpayer Identification Number (FEIN) or Social Security Number on file

Arts Commission Use Only

FY12 Final Report _____ W9 _____ ProcureAZ _____ ADA _____ PCA _____

Project Director: «p_firstname» «p_lastname», «p_phone», «p_email»
Username: «username» Password: «passwd» Category: «cat»